




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE <b>MEMO</b>	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 <sup>TH</sup> FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR DECEMBER 2, 2009		

TO

DATE:

December 10, 2009

Captain John Carr, Fire Department  
Mr. Ken Sands, Parking Authority  
Mr. Kirkland Gabriel, DOT TEC  
Ms. Valorie LaCour, DOT Planning  
Mr. John Thumbi, DOT Traffic  
Mr. Tim Knight, Department of General Services  
Dr. Nollie P. Wood Jr., Mayor's Office  
Ms. Miriam Agrama, DHCD Plans Examining  
Mr. Geoff Veale, Zoning Administrator  
Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Wolde Ararsa, Gary Letteron, Anthony Cataldo, Melvin Hicks, Bob Quilter, and Sarah Zaleski for the Department of Planning;
- Capt John Carr for the Fire Department;
- Tim Knight for the Department of General Services
- Mariam Agrama, John Igwe and Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, John Thumbi and Valorie LaCour for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- James Carroll for the Department of Public Works.

### Agenda

1. 1101-09 East Lombard Street – Parking Lot for Attman's Deli
2. 5700 Loch Raven Blvd – Huber Memorial Church – New Church Construction
3. 1530-40 Russell Street – Royal Farms
4. 5308-16½ Ethelbert Avenue – New Church Construction

### Plans Update

1. 2500 West Rogers Avenue – Parking & Drop-Off for Day Care Center  
(via BMZA)

## **1101-09 East Lombard Street – Parking Lot for Attman's Deli**

**Zoning:** B-2-3 (PUD)

Plans Date: 24 Nov 2009

**Block/Lot:** 1380/045

**Urban Renewal:** Jonestown URP

**Environmental:** None

**Historic:** None

**Total Site Area:** ±4,804 sqft

**Gross Square Footage:** N/A

In addition to Committee Members and Planning staff, in attendance was:

- Joe Bechmann, Raseur Construction;
- Charles Heyman, Tydings & Rosenberg, LLC;
- Carla Ryon, CMR, Inc.;
- Bob Rosenfelt, CMR, Inc.;
- Sas Gharai, SGA Architects.
- Merton Cohen, CPA;

### **Project Summary:**

This is a proposed parking lot to serve Attman's Deli at 1019-21 East Lombard Street. The deli is expanding, and will displace the existing parking lot at 1015-17 East Lombard Street. As a part of the expansion, a ±950 sqft portion of the rears of 1015-17 East Lombard Street may be conveyed to the City in order to create a public alley. The parking lot site is located within the Flaghouse Courts Redevelopment Planned Unit Development (PUD) and the Jonestown Urban Renewal Plan (URP) Area.

### **Comments & Issues:**

- **Project:**
  - Trash pick-up is expected approximately twice per week, and is now scheduled around current business hours.
- **Environmental/Landscaping:**
  - The existing parking lot is graveled, and is proposed to be nearly completely paved. Provide an 8' buffer for planting along East Lombard Street. Select trees with a higher canopy that can allow for a screening hedge beneath them. Coordinate with Gary Letteron to place a tree of the same species on the City-owned lot at the corner of East Lombard and Lloyd Streets.
- **Parking/Traffic:**
  - The site has been in use as an informal, unpaved parking area. Six parking spaces will be provided. Five of the parking spaces are standard at 9' by 20' dimensions, with one handicapped van-accessible parking space and loading area.
  - A dumpster is located in the southwestern corner of the site, and will be screened with a masonry enclosure and board-on-board gates.
  - Adjust the parking spaces to the east so that a vehicle backing out of the handicapped parking space is clear of the dumpster enclosure (as these are being brought closer by adding the planting area).
  - Explore parallel parking spaces along the Lloyd Street side. If these are possible, add a "No Parking" sign during trash pickup times for these spaces to allow access for the trash truck.

- Accessibility:
  - One van-accessible handicapped parking space will be provided. Ensure that proposed gate openings are navigable and if closed during business hours, that the gates are handicapped accessible, such as through a push-to-operate switch.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
  - Setback variances will be required for 1015-17 East Lombard Street.
  - In this B-2-3 District, restaurants require one parking space per 400 square feet of floor area (§10-405.21.i). Nine parking spaces are required to serve the restaurant, and so a variance from the BMZA will be required, which lies within the Board's ability to grant (§15-208).

**Next Steps:**

- Submit two complete sets of revised plans and one .pdf plan for review;
- Coordinate with Martin French to coordinate for BMZA review;
- Coordinate with Bob Quilter on architectural review of proposed restaurant as per URP requirements.
- Once plans are approved, schedule for Planning Commission review.

**NOTE:**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

## **5700 Loch Raven Blvd – Huber Memorial Church – New Church Construction**

**Zoning:** R-5

Plans Date: 29 Oct 2009

**Block/Lot:** 5237/003

**Urban Renewal:** None

**Environmental:** Forest Conservation, Green Building Standards

**Historic:** None

**Total Site Area:** ±9.715 Acres

**Gross Square Footage:** Not listed

In addition to Committee Members and Planning staff, in attendance was:

- George Twigg, Site Resources, Inc.

### **Project Summary:**

This is the site of the former Ramblewood apartment complex, which has since been demolished and regraded about two years ago. The site has been acquired and selected for construction of a church for Huber Memorial Church. The site will be the entire block enclosed by Loch Raven Boulevard, East Belvedere Avenue, Leith Walk, and Ramblewood Road. The proposed church will have a seating capacity of about 1,500, with a future phase that will include an auditorium, gymnasium, community center, and reception hall. This is the second review.

### **Comments & Issues:**

- Environmental/Landscaping:
  - Work with Gary Letteron to establish a tree protection plan for the construction phase.
- Parking/Traffic:
  - The dual-entries to the site have been consolidated into one formal entry from East Belvedere Avenue, with the entry on Ramblewood Road being gated and reserved for Fire/EMS use only. Contact the Fire Department to inquire about obtaining a lock-box or other means of securing the gate that is acceptable to them.
  - The loop around the church building is proposed to be one-way circulation.
  - Pedestrian connections from the sidewalks are shown from the existing bus stops and neighborhood. To the extent possible within site topography constraints, please ensure that these are handicapped accessible.
  - Shuttlebus parking is shown informally over standard parking spaces. The intent of our request to show shuttlebus parking was twofold: 1) it will show the spaces for the vehicles that will be kept permanently on-site, and 2) it will allow the committee to ensure that these larger-than-standard parking spaces will be functional. These dedicated spaces should be signed for bus parking. If passenger cars are allowed to park in these spaces when the shuttlebusses are not present, that will be an internal operational management option.
  - Please show stop bars and stop signs where they occur, especially at pedestrian crossings.

- Hatch one end parking space on each row to provide a turn-around for vehicles that cannot find a parking space on these long aisles. This will be especially important if shuttlebusses will be going down these aisles. The committee recommends that the shuttlebusses do not go down the long parking aisles, but only make stops on the main loop.
- Accessibility:
  - Handicapped parking by number and type should be listed in a chart on the proposed plan sheet.
  - Please show accessible paths, and ensure there are depressed curbs as appropriate to allow for sidewalk access.
- Plan Adjustments/Missing Site Plan Elements:
  - Please show the building construction type for Plans Examining's review.

**Next Steps:**

- Submit two complete sets of revised plans and one .pdf set of plans and reschedule for a follow-on review.

**NOTE:**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

## **1530-40 Russell Street – Royal Farms**

**Zoning:** M-2-3

Plans Date: 20 Nov 2009

**Block/Lot:** 0837/019

**Urban Renewal:** Carroll-Camden Industrial Park

**Environmental:** Forest Conservation

**Historic:** None

**Total Site Area:** ±42,400 sqft (±0.9734 acres)

**Gross Square Footage:** ±4,143 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Jeff Bainbridge, Royal Farms;
- Caronline Hecker, RMG; and
- Steve Warfield, Matis Warfield;
- Stanley Fine, RMG.

### **Project Summary:**

This site is now improved with one-story warehouse buildings that will be demolished for a proposed Royal Farms store with gas pumps. This site was last reviewed by the SPRC in 2005, but the prototype for the store has since changed, prompting another review.

### **Comments & Issues:**

- **Environmental/Landscaping:**
  - Coordinate with DPW's stormwater management (SWM) staff to see if the previously approved SWM and sediment control plans can be modified from the original approval, or if a new submission will be required.
- **Parking/Traffic:**
  - Preferred parking space dimensions are 9' by 20', but 10' by 18' is acceptable. The drive aisle width only needs to be 20' wide to function. The committee understands that Royal Farms desires a wider aisle for their operational purposes, but this is not necessary. Consider reducing the aisle width to provide more space for landscaping.
  - Please provide bicycle park and lock facilities. A simple solution may be to weld rings to every other bollard instead of a bicycle rack.
  - Wheel stops will be required for the parking spaces adjacent to Russell Street, to protect the short wall that may otherwise be repeatedly struck.
- **Accessibility:**
  - Two handicapped van accessible parking spaces are provided.
  - The entire sidewalk in front of the proposed building has a depressed curb along its full length, and is protected from parking vehicles by bollards.
  - Please ensure that the proposed gas pumps are fully handicapped accessible.
- **Plan Adjustments:**
  - Buildings are shown across Russell Street, these have since been demolished, please mark those properties as unimproved.
  - Please show the building construction type for Plans Examining's review.
  - Show dimensions on employee parking spaces across Denver Street.
  - Mark the dumpster enclosure as a concrete pad with masonry enclosure and board-on-board (or other opaque) gates.

- Either remove the public phone from the plans, or, if it is retained it will need to comply with ADA height and access requirements.

**Next Steps:**

- Submit two complete sets of revised plans for final approval and stamp.

**NOTE:**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

## **5308-16½ Ethelbert Avenue – New Church Construction**

**Zoning:** R-5

Plans Date: 25 Nov 2009

**Block/Lot:** Block 4536A (Sheet #3), Lots 139, 139A, 138, 138A, 137, 137A.

**Urban Renewal:** None

**Environmental:** Forest Conservation

**Historic:** None

**Total Site Area:** ±20,000 sqft

**Gross Square Footage:** ± 3,696 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Donald E. Hicks, Hicks Engineering.

### **Project Summary:**

The Mt. Washington Congregation of Jehovah's Witnesses would like to consolidate 5308-16 Ethelbert Avenue, and construct a new church building with accessory parking lots.

### **Comments & Issues:**

- **Environmental/Landscaping:**
  - As this site is 20,000 sqft in area, it must comply with the Forest Conservation program requirements. Coordinate with Gary Letteron in the Department of Planning for planting requirements.
  - A four-foot high hedge to screen the adjacent to 5306 Ethelbert Avenue is required per §10-308 of the Zoning Code.
- **Parking/Traffic:**
  - The drive aisle is shown as 22' wide. Reduce the width to 20' each, and add the 4' gained to the eastern side of the site for a more generous planting area.
- **Accessibility:**
  - The hatched loading area for the handicapped parking spaces needs to be 5' wide.
  - Ensure the sidewalk is depressed between the handicapped parking spaces to allow access to the sidewalk.
  - Consider accessibility of the building, perhaps through push-button doors.
- **Plan Adjustments/Missing Site Plan Elements:**
  - The landscape plan does not match the proposed site plan that was reviewed and approved by the BMZA. Please redesign the landscape plan to match.

### **Next Steps:**

- Submit two complete sets of revised plans plus one .pdf set for final approval and stamp.

### **NOTE:**

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**